

Microcomputer
User Handbook

Cerritos Public Library

City of Cerritos Public Library

18025 Bloomfield Ave.
Cerritos, CA 90701
213/924-5776

Microcomputer Labs

Hours of Operation:

SUN 1-5
MON-FRI 10-9 ← AS of 4/9/94
SAT 10-5

924-5776
RECOMBINED

Wednesday & Thursday 10 am to 8 pm

Friday & Saturday 10 am to 4 pm

Computer Facilities Available:

Adult Computer Lab (ages 14 up)

2 IBM-PC's with printers

2 Macintoshes with printers

Children's Computer Lab (up to age 13, under age 8 with parent)

1 IBM-PC with printer

1 Apple IIe with printer

2 Macintoshes with printers

USER RULES AND REGULATIONS:

1. All computer users must bring their library card that indicates required class has been taken. No one will be allowed to use the computers until they have taken **Fundamentals of Computer Usage**.
2. Time on the computers may ONLY be scheduled during the Microcomputer Lab Hours of Operation. Calls for scheduling will NOT be accepted during any other hours.
3. You may schedule computer time up to a week ahead. Walk-in use will be accepted only if machines are available.
4. It is advisable to arrive 10 minutes ahead of your scheduled time to select software. "No-Shows" will be cancelled after 15 minutes.
5. Time on the computers will be scheduled in one hour blocks. No consecutive advance bookings permitted.
6. Appropriate behavior is expected in the Microcomputer Labs. Violators will be required to leave the facility. ONLY scheduled users will be permitted in the microcomputer rooms.
7. Users are responsible for monitoring their own time. Please allow 5 minutes for saving programs and turning in software.
8. Users may use their own blank disks to store data. Disks will also be available for purchase. No library software other than public domain material may be copied. Any user who copies non-public domain software forfeits his right to use the library's computers.
9. Library staff will not provide instruction in the use of programs or equipment. Instruction and help is available to you through the manuals provided and is frequently available in the software program itself.
10. Computer users may bring their own software and paper; you may also use our paper at 10 cents a sheet.

CITY OF CERRITOS PUBLIC LIBRARY
PUBLIC ACCESS MICROCOMPUTERS

USER AGREEMENT

1. User agrees to take proper care of all equipment, diskettes, manuals and all other equipment which is the property of the library. If there is a problem with the equipment, it must be reported to the Reservation Desk immediately.
2. User agrees to pay replacement cost of any equipment or materials lost or damaged as a result of carelessness by the user or failure to inform library staff of malfunctions.
3. User agrees to observe all copyright laws. User agrees not to duplicate any computer program or documentation not in the public domain.
4. Users will supply their own data diskettes as needed. No private files may be stored at the library or on library media.
5. The City of Cerritos Public Library makes no guarantees with respect to equipment, programs or other materials provided. All materials and equipment are of a "demonstration" nature, and are given for use "as is".
6. User understands that use of the library's microcomputer equipment and materials is not guaranteed, and that all decisions regarding use of equipment and materials is at the discretion of the library.
7. User agrees to abide by all parts of the above agreement and all rules of microcomputer use. Failure to do so will result in suspension of user's right to use the library's microcomputers.

I HAVE READ AND AGREE TO COMPLY WITH THE ABOVE AGREEMENT.

Signature of User

Date

Signature of Parent or Guardian if user
is under 18 years of age.

Address

COMPUTER BASICS

The Cerritos Public Library welcomes you to the world of Personal Computing. The following information, presented by RT&T Micro Systems is required for your successful use of the libraries computer systems. The descriptions below are associated with the pictorial on the following page.

All computer systems consist of the following items.

CPU - Central Processing Unit - This device is the heart of a computer. It carries out the instructions of the software program, and directs information to and from I/O devices.

I/O - Input and Output devices;

The input device may be a keyboard (very similar to a typewriter), or a mouse, or a disk drive.

The output device may be the monitor, a printer or a disk drive.

Other hardware components that you should be aware of are:

RAM - Random Access Memory - This is the portion of the computer that stores information that the CPU requires during the execution of a program. This type of storage is volatile, that is, any information stored in RAM will be lost when the computer is turned off.

ROM - Read Only Memory - This is usually information that the computer manufacture stores on a computer chip which contains the basic start-up instructions for the computer.

SOFTWARE COMPONENTS

There are two categories of software:

System Software

System software refers to the program or programs required to operate the computer in an efficient manner, and are called Operating Systems. Examples of Operating Systems software are: MS-DOS - Disk Operating System (Microsoft & IBM); PRO-DOS - Professional Disk Operating System (Apple); CP/M - Control Program Monitor (DEC).

Applications Software

Applications software consists of all programs which are designed to accomplish a specific task, such as accounting (spreadsheet), inventory (database) or word processing. A list of software is available at the library and is categorized by the type Personal Computer that it is compatible with.

PATH - The PATH<drive><path> command tells DOS to look for a command file on <drive> in the directory named by <path> if the command file isn't in the current directory.

PAUSE - The PAUSE<message> command is a batch command, causing DOS to pause, display the line **Strike a key when ready...**, and wait for you to press any key.

PROMPT - The PROMPT<string> command changes the system prompt.

TYPE - The TYPE<filename> command displays the contents of a file designated by <filename>.

These DOS commands are only a partial listing of the **QUICK REFERENCE TO DOS COMMANDS** as listed in Running MS DOS by Van Wolverton.

COMMON EXTERNAL COMMANDS - External commands are only available when the DOS disk is in one of the available drives.

DISKCOPY - The DISKCOPY<source><target> command makes a duplicate of a diskette. It will not make a duplicate of a copy protected diskette. Refer to your DOS manual for complete instructions.

CHECK DISK - The CHKDSK<drive><filename> analyzes the directory and storage use of a disk to make sure that all files are recorded properly; also displays a report that shows how disk storage and the computer's memory are being used.

COMPARE - The COMP<file1><file2> compares two files to see if their contents are the same or different.

FORMAT - The FORMAT<drive> command formats the diskette in the drive designated by <drive>. If no drive is identified (such as B:), DOS formats the diskette in the current drive, unless it is "write protected".

These DOS commands are only a partial listing of the **QUICK REFERENCE TO DOS COMMANDS** as listed in Running MS-DOS by Van Wolverton.

APPLE BASICS

The Cerritos Public Library has several Apple Macintoshes and an Apple IIE for public use.

Apple Macintosh

The Apple Macintosh computers supplied by the Cerritos Public Library are equipped with two 3 1/2" disk drives, 512K of RAM, and Apple Imagewriter printers. The 3-1/2" disks hold twice as much information as the 5-1/4" diskettes used by the IBM computer. The entire system, computer, monitor, disk drives and printer are controlled by a power monitor that sits on top of the Macintosh monitor. There are two switches one controls the computer and the other controls the printer. The following is the correct procedure for initial startup of the system.

1. Make sure the printer has paper in it. (See the printer manual for loading instructions)
2. Insert the Macintosh System disk into the disk drive located just below the monitor.
3. Press the left button on the power monitor then press the right button.

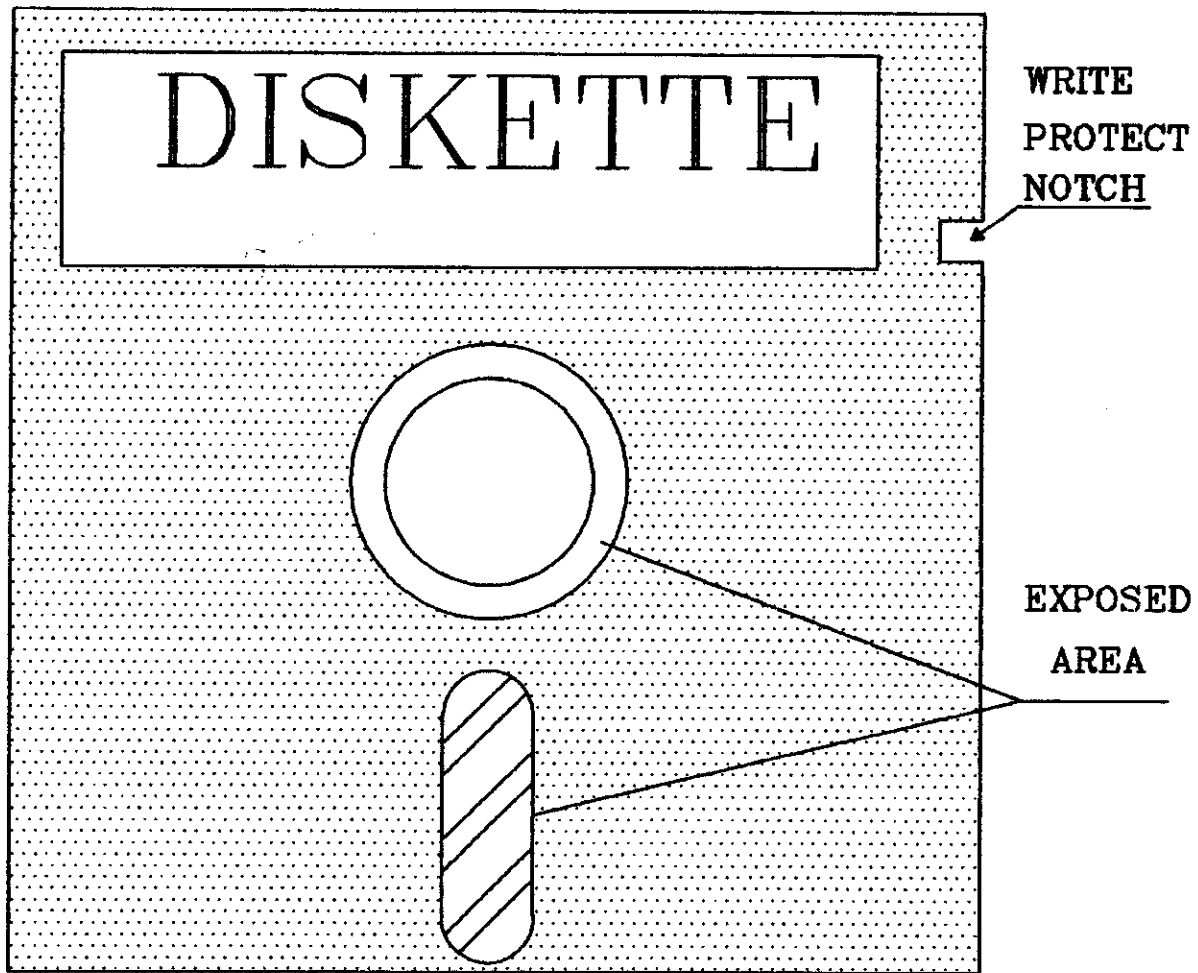
Once that power has been applied to the system the following functions take place.

- The computer runs a self-diagnostics test
- The disk drive starts up and the system software will be loaded into memory.
- You can now remove the system disk and insert your applications disk.

We recommend that you spend some time with the Macintosh owners manual. It will explain in detail how to use the Macintosh to your best advantage.

Apple IIE

The Apple IIE computer has two 5-1/4" disk drives that are very similar to the IBM drives with the exception that they are single sided instead of double sided. This means that each diskette will have to be removed, and turned over to access data on the other side. Most of the programs for the Apple IIE will have the complete program on one side of the diskette and will also have the system information loaded at the same time as the application program. The turn on procedure is the same as the IBM procedure.



The diskettes used in the IBM computer are 5 1/4 " double-sided, double density floppy disks. They must be used with care and the following rules must be adhered to.

1. All library program diskettes must have the write protect tab installed at all times.
2. When the diskette is not in use, it must be kept in its protective sleeve.
3. When handling the diskette, do not touch the exposed portions of the diskette.
4. Keep diskettes away from extreme heat (in car) and exposure to magnets.
5. When writing on diskette labels use a felt tipped pen.